2021 Spring Technical Meeting & Clive Kingsbury Video Competition
<u>Event Technical Guide</u>

Thanks for your interest in the annual Ontario Food Protection Association's Spring Meeting and Clive Kingsbury Video Competition Technical Conference. This year our conference will held virtually using the presentation powers of zoom and the social networking capabilities of our very own OFPA Kumospace!

How the event works:

➢ A few days prior to the event we will release the official zoom ticket – which you will receive by e-mail invitation.

➢ The invitation link will officially open for registration at 8:30am and the event will officially start at 9:00am on April 15th, 2021. Please join us on ZOOM. Log in using your **professional name** before 9:00am for a chance to win virtual door prizes!

➢ All speaker OFPA updates, announcements, speaker discussions and panel discussions will be hosted on ZOOM using the invitation link provided by e-mail prior to the event.

➢ Our annual Clive Kingsbury Poster Contest has been transformed to a virtual video competition this year – the event will feature video's of student's work and a virtual voting competition to determine the winner!

➢ This year we are excited to launch our new OFPA Kumospace! An interactive platform that is designed for virtual social networking!

  o During our planned morning and afternoon social networking sessions our hosts will provide you with our Kumospace link via the zoom chat

  o Click on this link to go to the OFPA Kumospace – you will see various rooms, check them all out!

  o Participate in the OFPA scavenger hunt!

    ▪ Prior to the social networking sessions our hosts will send you a virtual survey with various questions that only our sponsors and event speakers know the answer to!

    ▪ Our Sponsors and speakers will be located in various rooms during the social networking sessions – if you find them and ask really nicely – they will give you the answers to the questions!

    ▪ The first 3 participants to answer all of the question's correction will win a virtual prize!

<u>ZOOM Guide</u>

Best Practices
✓ Use your professional name when joining!
✓ Check and mute your phone or microphone when entering the meeting (if it's not already done for you)
✓ Keep your microphone muted unless actively speaking
✓ If you are using video, make sure the camera is focused and centered on your face.
✓ If you use video, be mindful your actions are viewable
✓ Dress appropriately and use appropriate language
✓ If you are running late or experiencing technical difficulties, please email info@ofpa.on.ca as soon as possible
✓ Once you log onto to the OFPA's Kumospace, you can either leave zoom (and re-enter with your virtual ticket) or leave zoom on.
✓ Thank your host before leaving!

Check out how to join a meeting: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

Troubleshooting: https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting

Kumospace Guide

Best Practices
- ✓ Use your professional name when joining!
- ✓ Mingle with the other participants.
- ✓ Avoid huddling near the door. Explore the room!
- ✓ When you enter the room – zoom out all the way so you can see as much space as possible
- ✓ Turn on the map to see where you are in the room
- ✓ Turn on the range to see the area in which you will be able to hear and interact!
- ✓ Welcome new folks into the conversation.
- ✓ Feel free to break off into smaller groups.
- ✓ Say hello and goodbye to your host.
- ✓ Most importantly, **have fun!** 😁

Check it out:
https://www.youtube.com/watch?v=3bdlWNMI450

How do I move around?

There are multiple ways to move around in Kumospace.

1. 🖱 Click with your mouse or 👆 tap on your screen to where you want to go and your video will move to that location.
2. ⌨ Use your keyboard's Up, Down, Left, and Right arrow keys. These keys will move you up, down, left, and right, respectively.
3. ✋ On a phone or tablet, swipe towards a certain direction. This will move you in that direction.

Adjusting zoom

You can zoom in and out to view more or less of your surroundings and other people in Kumospace. Zooming in and out can be easily done by clicking the plus (**+**) and minus (**-**) icons at the bottom left of the screen. Alternatively, pressing the **+** and **-** ⌨ keys will do the same.

What is spatial audio?

Sound in Kumospace behaves like it does in real life. The closer you are to someone, the louder they sound. We call this spatial audio.

This technology allows groups to organically form and dissolve in different areas of the same space at the same time. In Kumospace, the best discussions don't happen in dedicated breakout rooms, but fluidly and serendipitously throughout the room.
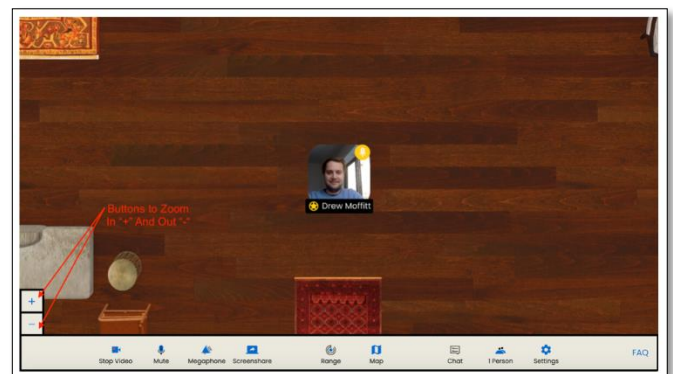
Who can hear me?

At the bottom of your browser window there is a "Range" button. Click it to see who is within your range and can hear you and who is beyond your range and cannot hear you. Your range is indicated by the dotted circle.
If you have difficulty viewing the full range, try zooming out with the minus (-) icon at the bottom left of the screen.
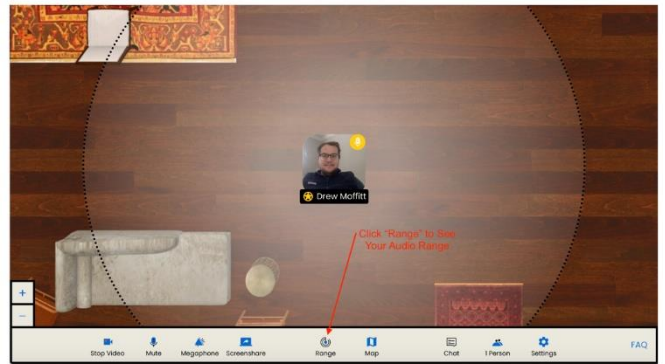
Can I see everyone in the room at once? How do I navigate the space?

Simply click on the **Map** button at the bottom of your screen. This will show you where everyone is in the room and include their initials. If you hover over their initials on the map, you can see their whole name.
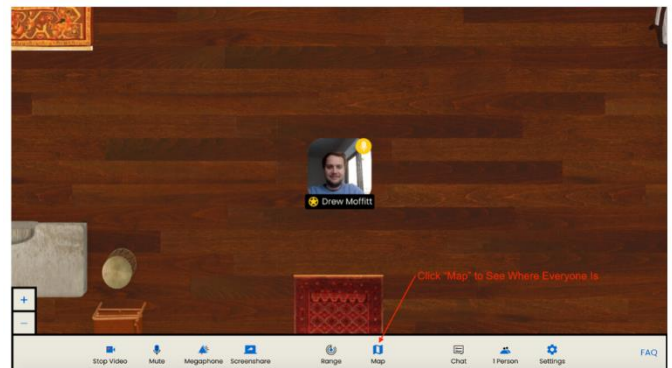
Pouring a Drink

Now that you know the basics, it's time to liven up the party! Most Kumospaces have a virtual bar and kitchen that allows users to grab a glass of wine 🍷 by simply clicking **Pour Drink**. As you hang out in the Kumospace you will empty your glass automatically (takes about 10 mins).

How do I exit and return to the main room?

You can click the **Exit** button to leave the Kumospace, which is located near where you entered at the bottom center of the space. You will then return to the main room where you have the option to enter all other rooms.
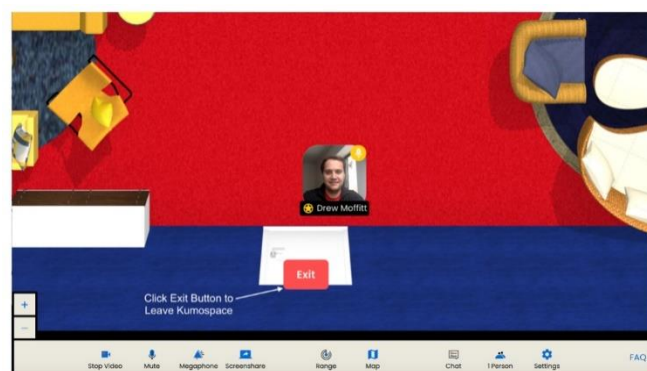
Kumospace Troubleshooting:

Device support

Kumospace works best with macOS or Windows desktop and laptop computers. For help getting your audio or video working, use these Kumospace FAQ resources:
- Video Problems: [Video Troubleshooting (kumospace.com)](kumospace.com)
- Audio Problems: [Audio Troubleshooting (kumospace.com)](kumospace.com)

Mobile devices

Unfortunately, at this time Kumospace is not optimized for iPhones, Android smartphones, iPads, and Android tablets. We are working quickly to develop mobile apps for both the Apple App Store and Google Play Store, so stay tuned.

Unresponsive or laggy performance

If you are experiencing unresponsive movement, freezing, or lagging performance, it's best to close out background tabs and applications. This is because Kumospace (and video chat generally) uses a fair amount of your computer's processing power. Therefore, especially with devices, it's best to make sure you don't have too many other applications or other browser tabs running while using Kumospace.

Web browser compatibility

Kumospace is works best on 🌐 Google Chrome. At this time, **the only browser Kumospace officially supports is Chrome.** Below is a list of browsers and their expected performance.
- 🌐 Chrome – Results in an **optimal Kumospace experience** with friends, colleagues, family, classmates, and strangers.
- 🌐 Edge – This browser should work well with Kumospace but is not officially supported at this time.
- 🦊 Firefox – When using Firefox, you may experience video latency and other performance-related issues. We do not recommend Firefox at this time.
- 🧭 Safari – With Safari, you will likely experience a number of audio issues due to browser incompatibilities . **Please avoid this browser** if possible as it does not work as expected.
- 🦁 Brave – As a web technology company, we are big fans of Brave, but unfortunately, Twillio Video (which powers Kumospace) **does not support Brave**, and Kumospace will not work in Brave.
- 🔴 Opera – A number of compatibility issues exist with this browser and therefore Kumospace **does not support Opera**